

**Deputy Bureau Director
Capital Projects Manager
Architecture and Engineering / Facilities Development and Management**

Position Summary

Under the general supervision of the Bureau Director, the Deputy Bureau Director is responsible for leadership, management and supervision of staff consisting of licensed architects, professional engineers, construction managers and highly trained technical individuals in the Bureau of Architecture and Engineering, Division of Facilities Development & Management (DFDM), Department of Administration (DOA). The work of this position is performed with a high degree of independence within the framework of laws, rules and general policy and includes the participation in DOA initiatives and other activities outside the Bureau at the direction of the Division Administrator.

The primary responsibilities of this position include development and implementation of policy, goals, objectives and operating budgets. Additionally, development and management of all architectural and engineering activities, architectural and engineering consulting services required by state agencies, technical evaluation and analysis required as part of the State Building Program. The Deputy has primary, statewide authority in determining the level of quality for general construction in state facilities, managing architectural and engineering design and providing design direction to outside professional consultants, administering A/E and consultant contracts and administering construction contract, all as approved as part of the State Building Program. In all matters of technical dispute between state agencies, contractors, A/Es, and other consultants, this person has final authority for settlement of such disputes in the fields of general construction and architecture.

This position also requires architectural/engineering/construction experience, knowledge and skills for effective decision making and management of complex technical project issues. Wisconsin registration as an Architect and/or a Professional Engineer is a requirement of this position which is responsible for providing professional services for investigation, evaluation, planning, design or responsible supervision of construction where the safeguarding of public health and safety is required.

Under the general supervision of the Bureau Director, the Deputy functions with a high degree of independence within the framework of laws, rules and general policy of the Division and State. The Bureau of Architecture and Engineering is responsible for providing efficient enterprise services to stakeholders including agencies, contractors and consultants for a wide range of projects.

This position is part of an extensive and highly diverse central architectural, engineering, project delivery and construction oversight program within the Bureau of Architecture and Engineering. The Bureau and this position is responsible for development and application of State Building Program technical standards, guidelines and policies; managing contracts and directing the activities of architects, engineers, suppliers and contractors.

Goals and Responsibilities

30% A. Plan and manage activities within the bureau.

A1. Plan and manage activities within the Bureau of Architecture and Engineering, Division of Facilities Development & Management. Direct and supervise professional and technical staff in the areas of:

- 1) architectural and engineering design,
- 2) structural design,
- 3) construction administration, and
- 4) program and project management.

A2. Direct the organization and work assignments of professional and technical staff to achieve the greatest possible efficiency and coordination, while attaining Division and Departmental goals and objectives.

A3. Coordinate Bureau activities within the Division of Facilities Development & Management, other divisions in the Department and other state agencies, to achieve uniform and timely objectives and results which meet the Division and Departmental goals.

A4. Oversee staffing activities within Bureau including but not limited to:

- 1) Develop retention and hiring strategies.
- 2) Prepare staffing justifications and requests for staffing.
- 3) Write position descriptions for new employees.
- 4) Develop screening and interview questions. Select interview panel, schedule and organize interviews and lead the interview process.
- 5) Evaluate applicants with the interview panel and make hiring and salary recommendations. Upon approval, make offer to candidate and coordinate appointment procedures with Human Resources.
- 6) Assure principles and goals of affirmative action are carried out in hiring, training, personnel actions and retention of employees.
- 7) Accept resignations, develop succession plan and manage turnover of state property, electronic file access, E-Mail accounts and building access.

A5. Manage and monitor Bureau workload, performance and work results. Review workload and performance on a regular basis with section chiefs and staff and report to bureau director. Function as advisor to bureau director. Assure accountability and stewardship of state resources.

A6. Regularly review the needs of staff in determining the ability of the Bureau to meet goals. Develop appropriate and realistic primary work goals and performance standards for staff. Solicit staff progress reporting and provide feedback on performance. Perform annual planning and performance evaluations. Develop performance improvement plans where performance needs improvement.

A7. Develop and implement bureau policies and procedures including the Architect, Engineer and Consultant Policy and Procedures Manual and the bureau Project Delivery Manual.

A8. Direct the ongoing review of training needs and provide professional development programs to support Bureau and Department technical goals and objectives. Provide training for supervisors and managers in support of good leadership principles and skills and encourage other staff to participate in this training.

A9. Promote communication and effective working relationships between staff and others. Anticipate and respond to technical, contractual and interpersonal issues and conflicts as they arise. Analyze issues and exercise judgement to determine appropriate action. Work with staff on developing strategies for appropriate and timely resolution of issues.

30% B. Develop and implement policies, procedures, and program management

B1. Develop and implement Departmental and Bureau policy for architectural services and other related matters. Implement the Bureau and Division mission and functions through cost effective practices to achieve quality output within budget constraints.

B2. Oversee development of design guidelines and master specifications which define levels of quality for all materials, equipment and design features required for all state construction. Administer guidelines in a manner which assures that program requirements are met and quality assurance is maintained.

B3. Report to the Bureau Director and Division Administrator on plans, actions, accomplishments, and problems of the Bureau to ensure optimum awareness of the Bureau's activities.

B4. Evaluate performance of architects and consultants from design through construction closeout.

20% C. Provide technical support to DFDM and State Agencies

C1. Provide assistance in an advisory and decision making capacity to Bureau Director, Division Administrator, Department Secretary, and the Building Commission. Act as a non-voting, advisory member of the State of Wisconsin Building Commission in accordance with Wis. Stats. 13.48.

C2. Coordinate and oversee monitoring, inspection, and evaluation of state facilities as required to provide technical advice to state agencies as requested. Establish standards for and proactively direct and assist state agencies with program development, budgeting and long term planning.

C3. Direct the design, preparation of plans and specifications and construction of complex projects to ensure state standards are met, program requirements are fulfilled, and expenditures are commensurate with program need.

C4. Represent the Bureau, Division, or Department as applicable when appearing before or consulting with other Departments, legislative or administrative bodies, client groups and professional organizations. Maintain a meaningful liaison and active exchange of information between DSDM and the AIA, AGC, ACEC, NASFA and other construction industry groups and associations.

C5. Assist the Capital Budget Section with the evaluation of agency project requests for conformance with facility master plan and Division standards and guidelines.

C6. Provide final direction in matters of technical dispute between state agencies, contractors, consultants and other agencies in the fields of general construction and architecture.

C7. Seek out new methods, new products, and new systems which will provide improved reliability and reduce energy demands in new and existing state facilities.

C8. Direct the review and approval of design and analysis work of consultants hired by the state, as well as similar work performed by DOA and other agency staff.

C9. Participate in the selection of outside A/E firms through formal and informal interviews as a decision-making member of A/E Selection Committee, to attain high quality design services for state projects.

C10. Direct review of drawings and specifications to assure they provide for competitive bidding and meet DFDM standards and represent the level of quality required to meet agency needs without being overly sophisticated or expensive.

20% D. Provide capital construction project management services for all projects

D1. Evaluate project program requirements, coordinate outside consultant services and work with state agencies to assure that required features of programs and accepted designs are identified and incorporated into the finished project.

D2. Direct the review of drawings and specifications for compliance with DSDM standards, energy conservation and energy management measures, competitive bidding requirements, and acceptable level of quality required to meet agency needs without excess complication or cost.

D3. Direct the supervision and review of designs completed by private consultants for projects approved by the State of Wisconsin Building Commission as part of the State Building Program.

D4. Direct the coordination of construction phase review and inspection as required to assure quality and expedite completion of projects and promote the timely resolution of construction disputes and/or operational problems.

D5. Maintain scheduling and budgetary control from conceptual design through project contract document completion, bidding, and construction. Review and approve contractor and consultant payment requests.

D6. Direct and assist in development of Project Management tools and technology by implementing latest technologies such as Building information modeling, WisBuild enhancement, Electronic bidding, etc.

D7. Direct the Section Chief in the supervision of Building Construction staff with personnel problems and location and workload assignments.

D8. Assure that the Policy and Procedures Manual is followed by the outside consultants in the process of construction inspection and contract administration.

D9. Assure that the Section Chief reviews and approves A/E evaluations developed by project managers and field personnel and that they are provided in an equitable and timely manner.

D10. Provide final direction or assistance in legal matters, disputes, or contract enforcement problem which develop on state construction projects.

Knowledge, Skills, & Abilities

1. Skills in effective leadership, setting achievable goals and expectations, delegating work assignments, establishing priorities and capitalizing on bureau strengths, monitoring workload assignment progress and performance. Skills in establishing performance standards, performance evaluation and improvement, encouraging staff development and creating staff training plans.
2. Knowledge of and skill in personnel recruitment, leading interviews, evaluating applicants, training and retention strategies.
3. Demonstrated skills and experience in effective construction project management including project development and adherence to scope, schedule, and budget. Ability to manage, direct and lead A/E firms, consultants, contractors, construction management firms and stakeholders. Ability to manage multiple complex construction projects simultaneously.
4. Knowledge of and experience with architectural/engineering design and construction standards, construction methods, materials, building systems and codes. Ability to read and interpret building and building system plans, details, schedules and specifications. Skills in building site inspections and building systems troubleshooting and analysis.
5. Knowledge across all disciplines and technical areas including electrical engineering, mechanical engineering, plumbing and fire protection, civil engineering, structural engineering and architecture.
6. Knowledge of and ability to manage architect/engineer and construction contracts.
7. Skills in interpersonal, communications, team building, negotiation and conflict resolution skills.
8. Proficiency in computer skills including word processing, spreadsheet applications, E-Mail applications and document management.